

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, November 19, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Corday Goddard– Chair, Sup. Andy Nicholson, Ann Hartman and John Fenner

**EXCUSED:** Tom Diedrick – Vice Chair

**OTHERS PRESENT:** Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Patrick Leifker, Ted Matkom, Chuck Lamine, Adam Kofoed, Brown County Sup. Erik Hoyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the October 15, 2018, meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the BCHA minutes. Motion carried.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
There were 149 preliminary applications for October.
  - B. Unit Count  
The unit count for October was 2,796.
  - C. Housing Assistance Payments Expenses  
The October HAP expense totaled \$1,364,531.
  - D. Housing Quality Standard Inspection Compliance  
Of the 433 inspections conducted for October; 236 passed initial inspection, 69 passed reinspection, 91 failed and 37 were a no show.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
For the month October there were 305 port outs with an associated HAP expense of \$281,970. ICS was underspent by \$5,155.25 and the FSS was overspent by \$1,131.06.
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
In October there were 68 active clients, 48 clients in level one; thirteen clients in level two; nine clients in level three and six clients in level four. There was one new contract signed, zero graduates, 34 open escrow accounts and 47 active homeowners.
  - G. VASH Reports (new VASH and active VASH)  
For October, there were two new VASH Clients for a total 33 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of October, there were no new investigation, 14 active cases and two cases closed. There were 116 new applications processed, 114 were approved and two were denied. For the breakdown of investigations by municipality: Green Bay, De Pere followed by Oneida. Application breakdown is as follows: Green Bay, De Pere, followed by Howard and Ashwaubenon.

- I. Quarterly Langan Denials report
- J. Quarterly Active Cases Breakdown
- K. Quarterly End of Participation
- L. Quarterly Customer Service Satisfaction

There are no quarterly reports for this meeting.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

**OLD BUSINESS:**

**NEW BUSINESS:**

3. Consideration with possible action on request from Gorman & Company for eight project based vouchers for the Printery Row project.

C. Renier-Wigg informed the Authority about the RFP for vouchers for developers, however, only one developer applied. C. Renier-Wigg gave a brief overview of the project. Included in the overview was the location of the project (Pulaski), the number of units, and the supportive services on site. The location, downtown Pulaski, is not designated a "low income" area, which helps with the goal of deconcentrating poverty. S. Schmutzer, K. Cisneroz, Block Grant Coordinator for the City, and J. Fenner reviewed the RFPs. This project scored 91 out of 100 points. Ted Matkom is here from Gorman & Company to answer any questions regarding their project.

A motion was made by A. Nicholson, seconded by J. Fenner to open the floor. Motion carried.

T. Matkom, Gorman & Company, gave a presentation on the Printery Row project. He gave a brief history of the property. Other information included that the PBVs used will be for the one-bedroom units; however, are willing to use them for two-bedroom units as well; the unit mix, financing, which includes WHEDA and Historic Tax Credits, cost of the project and a time line for the project.

A discussion then ensued between Authority members. Information included the number of units, LSS will be handling the supportive services, the number of vouchers requested, market rate units, target market.

A motion was made by A. Nicholson, seconded by J. Fenner to close the floor. Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to approve eight project based vouchers for the Printery Row project. Motion carried (3-1; A. Nicholson voting nay).

4. Consideration with possible action on approval of the ICS budget.

M. Roberts presented the ICS budget to Authority members. A. Nicholson asked if there was anything that stood out. M. Roberts stated no. M. Roberts briefly went through the budget and highlighted a few areas. This included the increase port out admin fees. M. Roberts stated their budget is based off of the actual usage from the year before. The other increase comes from

the salary line, where they applied a 1.9 percent salary increase. The overall budget increased 1.5 percent from last year with a healthcare increase of only one percent.

A. Hartman wanted to know why there are so many port outs. M. Roberts stated it is the trend and as the lease up increase so do the port outs.

A. Nicholson asked what would happen if they only budgeted \$100,000 for port outs. M. Roberts stated that they would be underfunded and would have to use their reserves to cover costs. A. Nicholson asked what if they didn't use the reserves. M. Roberts stated they would still port out and HAP will cover the assistance part of it; which then would make ICS underfunded for their salary and benefit lines. S. Schmutzer stated that HUD sets the amount that is charged back.

A conversation continued regarding the increase in port outs. A. Hartman clarified with M. Roberts that the fee has to be paid because you cannot force another municipality to absorb the voucher. S. Schmutzer stated that was correct. A. Nicholson then asked what would happen if there was no voucher. C. Renier-Wigg stated if HUD changed the rules, they would just have to stay here.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the ICS budget. Motion carried.

5. Consideration with possible action on determination of administrative responsibilities of the BCHA.

Chuck Lamine, Brown County Planning Director, presented a resolution to Authority members to allow for C. Lamine to become Executive Director of the BCHA and allow for Brown County to take over the administrative responsibilities. Information presented included creating a full-time Housing Administrator position, budgeting and creating office space. C. Lamine stated they have spoken to HUD regarding items needed to allow for this switch to happen. He did inform Authority members that he would have to apply for a waiver through BCHA as he does own a duplex and has Section 8 tenant. He stated that the next step, once this resolution is approved, is to create a memorandum of understanding between the County and the BCHA to keep moving forward. He stated this is a good fit and Brown County will do a good job for the BCHA. He then gave a brief background of himself and Adam Kofoed and stated what they can bring to the BCHA.

C. Goddard asked if they could speak to the Authority about some of the opportunities of having a full-time Housing Administrator. C. Lamine informed Authority members of what they expect from the Housing Administrator and the future development opportunities in and outside the City of Green Bay. However, the first hurdle that needs to be tackled is to get approval from the BCHA to allow for administration duties to be transferred to Brown County. C. Lamine also stated that he would like to partner up with the Veteran's Services Office to better serve Veterans.

J. Fenner asked if C. Lamine would be the Executive Director. He stated yes. A conversation then ensued between Authority members, staff and C. Lamine regarding the hiring of the Executive Director. It was again explained by C. Renier-Wigg and C. Lamine that the resolution they are voting on would be appointing C. Lamine as Executive Director. If the Resolution does not pass, C. Lamine will not be Executive Director and BCHA administrative duties will stay with the City. C. Renier-Wigg informed C. Lamine that both J. Fenner and A. Hartman expressed interest in the hiring of the Housing Administrator.

A conversation continued regarding HUD requirements for the BCHA. C. Goddard clarified that if they authorize the resolution, they are voting C. Lamine as the Executive Director. C. Renier-Wigg stated that was correct.

C. Goddard clarified with C. Lamine that after they vote on this resolution, he will come back for them to vote on a more formal organization. C. Lamine stated yes. J. Fenner, again, stated that this vote would be voting in C. Lamine as Executive Director, and he wants "everything" on paper before moving forward. C. Renier-Wigg asked J. Fenner what he wants to add. J. Fenner stated he wants to see the HUD paperwork. She asked J. Fenner for specifics as she has already spoken to HUD. He wants a memo drafted by Scott at HUD. C. Renier-Wigg stated that it's the Housing Administrator position they want to be more involved with as the Executive Director is an overseer. She again explained the resolution and the information needed. However, if the board is not interested in Brown County taking over, they are not going to put in all the work ahead of time.

A. Nicholson asked what the next step will be if this is approved. C. Lamine stated that if it's passed, they would be going to the Planning & Development Transportation Committee and then to the County Board. This will allow for them to create the intergovernmental agreement, which will be funded through BCHA money. Once the resolution moves through the correct committees, the Governmental Agreement will then come back to the BCHA.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the resolution for the administrative responsibilities for the BCHA. Motion approved.

6. Consideration with possible action on approval of the BCHA annual budget and budget resolution 18-02.

C. Renier-Wigg stated this budget will not reflect allocating money for housing projects or programs. Since the County will need time to learn the HUD procedures, they requested not making these allocations at this time.

S. Schmutzer stated she has already taken into account all the changes that have been presented in their information and incorporated into their budget. The only item outstanding is that they added money to Sundry Admin – Miscellaneous. This budget line is for S. Schmutzer and C. Renier-Wigg for time spent helping the county after the first of the year with the transfer of responsibilities to keep things moving forward.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA annual budget and budget resolution 18-02. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA Bills. She stated there is a check going to First American Title, for the Admiral Court Purchase by NeighborWorks. They are closing on Wednesday.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA bills.

8. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the financial report.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Date of next meeting: December 17, 2018.

C. Renier-Wigg stated that T. Diedrick was not at the October meeting as he had some medical issues. He is hoping to be back at the December meeting.

A motion was made by A. Nicholson, seconded by J. Fenner to adjourn. Motion carried.